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ROYAL GOVERNMENT OF BHUTAN

Ministry of Finance

Directorate of Services

HUMAN RESOURCE DIVISION

Thimphu: Bhutan



MoF/HRD-DoS/5(3)/2020/ 93

August 5, 2020

ANNOUNCEMENT FOR FOREIGN POSTING

The Ministry of Finance is pleased to announce the vacant post of Attaché (Finance) as detailed below;

Sl. no	Position Title	Position Level	Minimum Qualification	No. of Slot	Place of Posting	Duration
1	Attaché (Finance)	P3 A	PGDFM/ Non-PGDFM Holder	1	Royal Bhutan Consulate Office, Kolkata	3 years (Non-Extendable)

Interested **in-service civil servants who meet the eligibility criteria** may apply for the post with application along with the following documents to HRD, MoF, Thimphu latest by **August 19, 2020**.

The documents can be submitted either in hard copy or email to tshewangtenzin@mof.gov.bt:

- i. Curriculum Vitae- (*ZEST generated copy*)
- ii. Valid Security Clearance
- iii. Valid Audit Clearance
- iv. Medical Fitness Certificate (*Original*)
- v. IWP-Moderation ratings for last two years (FY 2017-2018 & 2018-2019)
- vi. Academic/training certificates and transcripts (*copy*)
- vii. Certificates of Merits/Achievements, if any (*copy*)

The basic criteria

The candidate should:

- i. Be a Bhutanese citizen
- ii. Have completed minimum active service of 10 years.
- iii. Possess excellent written and communications skill in English



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- iv. Have excellent public relation skills.
- v. Have at least 3 years field experience in Government Accounting and Budgeting with knowledge in Financial Rules and Regulations.
- vi. Have not availed such postings in the past including secondment to International Agencies and Corporations (Both ex-country and in-country).
- vii. Shall not be eligible to apply for such posting during the secondment period to Projects and Corporations as per the Section 15.7.7, BCSR 2018.
- viii. Have clean service record.
- ix. Be currently under MoG "Finance, Accounting and Budgets Services".

In the event of several candidates applying for a single position, the shortlisting will be done based on the following criteria in the ratio of 1:5;

- i. Seniority (no.s of years in service)
- ii. Rural Posting (as per RCSC's rule)
- iii. Performance Ratings (last two years)

For further clarification, please contact HRD, MoF at 00975-2- 322268/334711/321568 during office hours.



Human Resource Division

Copy:

1. Director, DPA, MoF, Thimphu for kind information
2. Office copy